



70TH INTELLIGENCE WING

Supplement 1

13 JUNE 2002

Personnel

**COMMUNICATIONS AND INFORMATION
ANNUAL AWARDS PROGRAM**

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

OPR: 70 IW/SC (SMSgt Vanessa Robinson)

Certified by: 70 IW/SC (Lt Col Robert Cabell)

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AFI 36-2845, 29 November 1999, is supplemented as follows. This supplement establishes specific policy and outlines procedures for the 70 IW Communications and Information Awards Program. This supplement applies to all Communications and Information personnel assigned to the 70 IW staff, subordinate groups, detachments, and operating locations. It does not apply to Air National Guard or Air Force Reserve Command units or members.

3.1. 70 IW winners selected by category are five company grade officers, six enlisted members (one 3A and 3C in the Airman (AMN), Noncommissioned (NCO), and Senior Noncommissioned (SNCO) categories, and six Civilians (three GG-9 through GG-12 and three GG-8 and below).

3.1.1. (Added) Company Grade Officers (not selected for promotion to Major) with AFSC 33SX, enlisted personnel with AFSC 3AXXX and 3CXXX, and civilian employees GG-12 and below currently performing communications and information duties are eligible.

3.1.2. (Added) Nominees must have been permanently assigned to the 70 IW a minimum of 6 months for the period in which nominated.

6. (Added) **Records Management.** Maintain hardcopy of official record and dispose of IAW AFMAN 37-139, *Records Disposition Schedule*.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2845, *Communications and Information Annual Awards Program*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

AMN—Airman

CGO—Company Grade Officer

NCO—Noncommissioned Officer

SNCO—Senior Noncommissioned Officer

A2.2.4. (Added) 70 IW Division Chiefs and Group Commanders.

A2.3.1.1. Each group may nominate one unit for each award.

A2.3.2.1. Each group may nominate one team of 2 to 25 people.

A2.3.3.1. 70 IW Division Chiefs and Groups Commanders may nominate:

A2.3.3.1.2. One 3A and one 3C in the AMN, NCO, and SNCO categories. This means three 3As and three 3Cs.

A2.4. The submission date for 70 IW staff offices and subordinate groups is 20 Dec for recognition in the same calendar year. When the 20th falls on a weekend, have submissions to 70 IW/SC by the preceding Friday. 70 IW staff offices and subordinate groups are responsible for ensuring that all nomination files are submitted via unclassified email account, received on time, and comply with this supplement. Contact 70 IW/SC for an unclassified email address.

A2.5. Each 70 IW staff office and subordinate group will submit one letter signed by the Division Chief/ Group Commander listing all nominees by name and category. E-mail nomination memorandum and each nominee's AF Form 1206, **Nomination for Award** via unclassified systems to the 70 IW/SC by the due date indicated in paragraph [A2.4](#). Contact 70 IW/SC for an unclassified email address.

A2.6. Selecting Nominees and Winners.

A2.6.1. (Added) **Selecting 70 IW Staff Nominees.** If applicable (if more than one staff office submits a package per category), 70 IW/SC will convene a staff board, chaired by the wing SC, to review 70 IW staff office submissions. A board will consist of at least three SNCO wing staff members for the enlisted and GG-8 and below categories. A board will consist of at least three members (field grade officers and/or GG-13s) for CGO and GG-9 through GG12 categories. Whenever possible, board members will not be direct supervisors of nominees. Board members will evaluate nominees' packages and select by category five company grade officers, one 3A and one 3C in the AMN, NCO, and SNCO categories; and three civilians in both (GG-9 through GG-12 category) and (GG-8 and below category) who will compete with subordinate groups for the 70 IW Communications and Information Annual Award.

A2.6.2. (Added) **Selecting Award Winners.** 70 IW/SC will convene a wing board, chaired by the wing SC, to review all nominations. 70 IW/SC is the final authority on award winners. A board will consist of at least three SNCO members in the communications and information career field for the enlisted categories. A board will consist of at least three members (officers and/or GG-13s) for the CGO category. Whenever possible, board members will not be direct supervisors of nominees. Board members will evaluate nominees' packages and select by category, the following for the 70th IW Communications and Information Annual Award Winners:

A2.6.2.1. (Added) One Lieutenant General Harold W. Grant.

A2.6.2.2. (Added) One Major General Harold M. McClelland.

A2.6.2.3. (Added) One General Edwin W. Rawlings.

A2.6.2.4. (Added) Five company grade officers; one 3A and one 3C in the AMN, NCO, and SNCO categories; and three civilians in both (GG-9 through GG-12 category) and (GG-8 and below category) for the Communication and Information Professional of the Year.

A2.7.1. (Added) 70 IW staff nominee winners will receive a certificate of recognition to be honored at commander's call or comparable awards ceremony.

A2.7.2. (Added) 70 IW annual winners will be announced by message from the 70 IW/CC. Winners will be honored at a wing recognition ceremony, comparable awards ceremony, or commander's call.

A3.12. Use upper and lower case typeface.

A5.3. Each group with eligible information assurance personnel.

A5.4. Each group may submit one nomination.

A5.5. The submission date is 20 Dec for recognition in the same calendar year. When the 20th falls on a weekend, have submissions to 70 IW/SC by the preceding Friday. Groups are responsible for ensuring that all nomination files are submitted via unclassified E-mail accounts, received on time, and comply with this supplement. Contact 70 IW/SC for an unclassified email address.

A5.6. E-mail nomination memorandum and attachments to 70 IW/SC. Contact 70 IW/SC for an unclassified email address.

A5.7. 70 IW/SC will convene a wing board, chaired by the wing SC, to review all nominations. A board will consist of at least three SNCOs, officers, and/or GG-13s. Whenever possible, board members will not be direct supervisors of nominees. Board members will evaluate nominees' packages and select by category one 70 IW National-Level Information Systems Professional of the Year.

A5.9. (Added) **Presenting Awards.** Winners will be announced by message from the 70 IW/CC. Winners will be honored at a wing recognition ceremony, comparable awards ceremony, or commander's call.

A5.9.1. (Added) 70 IW staff nominee winners will receive a certificate of recognition to be honored at commander's call or comparable awards ceremony.

A6.3. Each group with eligible organizations.

A6.4. Each group may nominate one organization.

A6.5. The submission date is 20 Dec for recognition in the same calendar year. When the 20th falls on a weekend, have submissions to 70 IW/SC by the preceding Friday. Groups are responsible for ensuring

that all nomination files are submitted via unclassified email accounts, received on time, and comply with this supplement. Contact 70 IW/SC for an unclassified email address.

A6.6. E-mail nomination memorandum and attachments to 70 IW/SC. Contact 70 IW/SC for an unclassified email address.

A6.7. 70 IW/SC will convene a wing board, chaired by the wing SC, to review all nominations. A board will consist of at least three SNCOs, officers, and/or GG-13s. Whenever possible, board members will not be direct supervisors of nominees. Board members will evaluate nominees' packages and select by category one 70 IW National-Level Information Systems Organization of the Year.

A6.9. (Added) **Presenting Awards.** Winners will be announced by message from the 70 IW/CC. Winners will be honored at a wing recognition ceremony, comparable awards ceremony, or commander's call.

A6.9.1. (Added) 70 IW staff nominee winners will receive a certificate of recognition to be honored at commander's call or comparable awards ceremony.

HAROLD J. BEATTY, Colonel, USAF
Commander